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STATE ENVIRONMENTAL PROTECTION ACT (SEPA) CHECKLIST PACKET

STATE ENVIRONMENTAL POLICY ACT (SEPA) CHECKLIST - INTRODUCTION

SEPA GENERAL INFORMATION:

The State Environmental Policy Act (SEPA) requires all agencies to consider the environmental impacts of a development before making decisions (RCW 43.21C). The purpose of environmental review is to identify a proposal's significant adverse impacts, measures to minimize or avoid such impacts, and allows wide public review for a range of project.

Requirements: The City of Auburn adopts by reference WAC 197-11-300 and 197-11-800. In addition, Auburn establishes the maximum exempt levels for minor new construction under WAC 197-11-800(1)(b) except when undertaken wholly or partly on lands covered by water. SEPA review is required for any action associated with the following types of decisions:

1. Developing more than 20 units.
2. Office, school, commercial, recreational, service, or storage buildings over 12,000 square feet and with associated parking facilities designed for forty (40) or less automobiles.
3. Parking lots with more than 40 automobile spaces.
4. Grading and filling activities that exceed 500 cubic yards.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans; however, you may need to hire consultants. If you do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may avoid unnecessary delays later.

Procedures: At the time you submit your application you must have all of the items listed on the attached Submittal Requirements handout as well as the submittal for the underlying action (i.e. building permit, subdivision, etc.). Within 28 days of receiving your application, the City of Auburn will inform the applicant in writing if the application(s) are complete or incomplete.

Once the application is "complete," substantive review will begin and a Notice of Application must be posted/mailed to begin a public comment period. After completing the environmental analysis and considering public comments, the Director will issue a threshold determination for the project. Once a threshold determination is made, there is, in most cases, a 15-day public comment period and then the final decision is subject to a 14-day appeal period for DNS or 21-day appeal period for MDNS.

Other Information: The City cannot issue permits or approvals until the environmental checklist process is complete, and the appeal period has expired. Please be aware that the City's issuance of a threshold determination does not constitute approval of the proposal. A decision on the proposal can only be made after review by the appropriate administrative or legislative authority. Prior to approval, the proposal will be review for compliance with all applicable City codes.

**STATE ENVIRONMENTAL PROTECTION
ACT (SEPA) CHECKLIST PACKET**

SEPA SUBMITTAL REQUIREMENTS:

The following information shall be included with the submittal of a required building permit application, land use application or other City required application for which SEPA review is required:

- ☐ All applicable fees (See City of Auburn Fee Schedule).
- ☐ Electronic submittal of documents on CD or email to permitcenter@auburnwa.gov
- ☐ An original signed copy of the environmental checklist, along with **10 copies and one unbound copy**.
- ☐ Environmental Assessment consistent with the provisions of ACC 16.10 (Critical Areas) to determine whether critical areas exist on site.
- ☐ Additional environmental documents/special studies required if conditions exist on site – **4 copies with one unbound copy of each:**
 - a. Traffic Impact Analysis
 - b. Geo-Technical Report
 - c. Wetland Delineation Report
 - d. Preliminary Storm Drainage Report

Additional information may be required. The applicant will be notified in writing if additional information is necessary.

PLEASE NOTE: Applicants are responsible for complying with all applicable City Codes and ordinances and should review all applicable City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

QUESTIONS? PHONE 253.931.3090 or E-MAIL permitcenter@auburnwa.gov

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

ENVIRONMENTAL ELEMENTS

1. Earth

- A. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other.
- B. What is the steepest slope on the site (approximate percent slope)?
- C. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
- D. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
- E. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
- F. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
- G. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- H. Proposed measures to reduce or control erosion, or other impacts to the earth.

2. Air

- A. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if know.

B. Are there any off-site sources of emissions or odors that may affect your proposal? If so, generally describe.

C. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

A. Surface

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year round and seasonal streams, saltwater, lakes, ponds, wetlands): If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

B. Ground

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing any toxic chemicals; agricultural; etc.). Describe the general size of the system, the number of

such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) is (are) expected to serve.

C. Water Runoff (including storm water)

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

D. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any

4. Plants

A. Check or circle types of vegetation found on the site:

- ☐ Deciduous Tree: Alder, Maple, Aspen, Other
- ☐ Evergreen Tree: Fir, Cedar, Pine, Other
- ☐ Shrubs
- ☐ Grass
- ☐ Pasture
- ☐ Crop or Grain
- ☐ Wet Soil Plants: Cattail, Buttercup, Bullrush, Skunk Cabbage, Other
- ☐ Water Plants: Water Lily, Eelgrass, Milfoil, Other
- ☐ Other Types of Vegetation

B. What kind and amount of vegetation will be removed or altered?

C. List threatened or endangered species known to be on or near the site:

D. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. Animals

A. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

- Birds: hawk, heron, eagle, songbirds, other: geese, ducks, crows, etc.
- Mammals: deer, bear, elk, beaver, other:
- Fish: bass, salmon, trout, herring, shellfish, other:

B. List any threatened or endangered species known to be on or near the site.

C. Is the site part of a migration route? If so, explain.

D. Proposed measures to preserve or enhance wildlife, if any:

6. Energy and Natural Resources

A. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

B. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

C. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental Health

A. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required:

2) Proposed measures to reduce or control environmental health hazards, if any:

8. Noise

A. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

B. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

C. Proposed measures to reduce or control noise impact, if any:

9. Land and Shoreline Use

- A. What is the current use of the site and adjacent properties?
- B. Has the site been used for agriculture? If so, describe:
- C. Describe any structures on the site:
- D. Will any structures be demolished? If so, what?
- E. What is the current zoning classification of the site?
- F. What is the current comprehensive plan designation of the site?
- G. If applicable, what is the current shoreline master program designation of the site?
- H. Has any part of the site been classified as an “environmentally sensitive” area? If so, specify:
- I. Approximately how many people would reside or work in the completed project?
- J. Approximately how many people would the completed project displace?
- K. Proposed measures to avoid or reduce displacement impacts, if any:
- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Housing

- A. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

B. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

C. Proposed measures to reduce or control housing impacts, if any:

Aesthetics

A. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

B. What views in the immediate vicinity would be altered or obstructed?

C. Proposed measures to reduce or control aesthetic impacts, if any:

Light and Glare

1. What type of light or glare will the proposal produce? What time of day would it mainly occur?

2. Could light or glare from the finished project be a safety hazard or interfere with views?

3. What existing off-site sources of light or glare may affect your proposal?

4. Proposed measures to reduce or control light and glare impacts, if any:

Recreation

1. What designated and informal recreational opportunities are in the immediate vicinity?

2. Would the proposed project displace any existing recreational uses? If so, describe.

3. Proposed measures to reduce or control impacts on recreation including recreation opportunities to be provided by the project or applicant, if any:

Historic and Cultural Preservation

1. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe:
2. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
3. Proposed measures to reduce or control impacts, if any:

Transportation

1. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
2. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
3. How many parking spaces would the completed project have? How many would the project eliminate?
4. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private):
5. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe:
6. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
7. Proposed measures to reduce or control transportation impacts, if any:

Public Services

1. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe:

2. Proposed measures to reduce or control direct impact on public services, if any:

Utilities

1. Circle utilities currently available at the site:
2. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed:

Signature

I certify under penalty of perjury under the laws of the State of Washington that the information furnished in this Checklist is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

I further agree that the City of Auburn staff may enter upon the subject property (ies) at any reasonable time to consider the merits of the application, to take photographs and to post public notices.

OWNER/AGENT PRINTED NAME _____

OWNER/AGENT SIGNATURE: _____

DATE SUBMITTED: _____

SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS
(Do not use this sheet for project action)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent of the proposal, or the types of activities likely to result from the proposal that would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

A. Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

A. Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

A. Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

A. Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

A. Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

A. Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.